Tech Prep Articulation Agreement
30 September 2014

University Alaska Fairbanks
CRCD
P.O. Box 756500
Fairbanks AK 99775

Haines Borough School District
604 Haines Highway
Haines, AK 99827

Purpose:

In addition to the current Tech Prep General Agreement between University of Alaska Fairbanks and Haines Borough School District, we have agreed to add the following course that is within CRCD Allied Health programs.

1. Haines Borough School District will follow a UAF Allied Health curriculum in coordination with the administration and faculty of the University of Alaska Fairbanks pertaining to the following course below.
2. Haines Borough School District will teach for the attached outcomes.
3. The attached syllabus will follow the learning outcomes of the university-approved course listed.

<table>
<thead>
<tr>
<th>UAF course number</th>
<th>UAF course title</th>
<th># of UAF credits</th>
<th>district course title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 105</td>
<td>Introduction to Health Careers</td>
<td>2</td>
<td>ALNC001-H05</td>
</tr>
</tbody>
</table>

1. The attached syllabus will be followed.
2. Haines Borough School District will provide necessary support for students to be successful in this course, which may include computer support, reference books and academic assistance.
3. UAF CRCD will process the registrations.
4. In order to receive concurrent credit, the student will register for the Tech Prep class during the semester in which the competencies will be completed.
Approvals:

Shawn Russell, Dept. Chair
Allied Health
University of Alaska Fairbanks

[Signature] 9/26/14
Signature  Date

Dr. Ginger Jewell
Superintendent
Haines Borough School District
Haines, Alaska

[Signature] 9/26/14
Signature  Date

Peter Pinney
Associate Vice Chancellor / Executive Dean
College of Rural and Community Development
P.O. Box 6500
University of Alaska Fairbanks
Fairbanks, AK 99775-6500

[Signature] 9/30/14
Signature  Date

Susan Henrichs, Provost
P.O. Box 7580
University of Alaska Fairbanks
Fairbanks, AK 99775-7580

[Signature] 10/14
Signature  Date
Health 105
Introduction to Health Careers
Syllabus and Calendar

Fall 2014
Syllabus

Fall 2014
Health F105
Introduction to Health Careers
2 Credits

Class Location:
Online using Blackboard. Classes meet beginning August 18, 2014 and continue for 15 weeks. Students work independently in Blackboard throughout the week. For more information, see the Course Calendar.

Instructor:
Mary Weiss
Phone: 543-4532 (in Bethel)
Email: mtweiss@uaa.alaska.edu

Required Text:
Introduction to Health Care Third Edition,
Author: Dakota Mitchell, Lee Haroun
Publish Date: 2012
Binding: Hard Cover
Publisher: CENGAGE Delmar Learning

Optional Text:
Workbook to Accompany Introduction to Health Care, Third Edition
Publish Date: 2012
Binding: Hard Cover
Publisher: CENGAGE Delmar Learning

Course Description:
Students in this course will explore a variety of allied and behavioral health careers, including the roles, responsibilities, and training required for each. Participants will conduct guided self-assessments to help them envision themselves in rewarding careers that are appropriate to their skills and interests. Students will also learn the roles and responsibilities of different
members/functional units of the health care team; information on related job and educational opportunities; needs and roles of health providers in rural and urban Alaska settings.

**Special Requirements:**
Internet (DSL strongly recommended), Windows, MAC or Unix (Computer less than 3 years old) with 64 MB RAM & Sound card with working computer microphone & speakers (headphones with mic available for $21 approximately); Microsoft Office Suite of Software, (Word, Power point, Excel) installed; software from the Internet will need to be downloaded. Computers found in labs and many offices often have the above abilities.

**Office Hours:** Mondays 3:30 – 5PM

**Course Goals and Student Learning Outcomes:**
The goal of the course is to introduce students to a wide variety of opportunities in allied health, medical and behavioral health careers. Visioning and confidence building will accompany concrete information about career pathways. Special attention will be given to trends and opportunities.

**After completing the course a student will be able to:**
- Identify five major events in the history of health care and why they are important
- Compare work in health care in community based and facility based institutions
- Describe ten different health careers including duties, educational requirements, and employment opportunities
- Compare educational requirements for associates, bachelors and masters degrees
- Identify four factors that interfere with communication
- Be familiar with the benefits of teamwork and the basic characteristics of a leader
- List the six rights of a patient who is receiving health care
- Describe ways to show respect for cultural diversity
- Provide examples of how bias and prejudice can cause barriers to communication and relationship building
- Describe how computers are being used in today’s health care environment
- Identify precautions to maintain patient confidentiality
- List five job keeping skills
- Prepare a cover letter and resume
- Reflect on personal skill set, interests and discuss ways to research and pursue future career paths in health care using tools like the internet.
- Research and gain in-depth knowledge of health related careers of his/her interest
Course Policies

Instructional Methods:
Health 105 is delivered via Blackboard (announcements, quizzes, course and assignment calendar, online discussions, online syllabus, etc.). Therefore, you must possess basic computer skills and have access to a computer with internet connection for each class session and for all class activities.

Before the first class session you will be required to:

- Establish your UA Online account (www.uaonline.alaska.edu)
- Establish your UA email account (webmail.alaska.edu)
- Connect to the Health 105 Blackboard Site
- Follow the instructions to qualify your computer to use Blackboard.
- It is imperative that you take these steps before the first class session, as we will not be able to take class time to resolve technical issues.

This course is taught primarily online using Blackboard. Students will take part in weekly learning activities with other students in discussion forums and structured exercises and alone through individual assignments.

Directions for completing homework assignments are available on the class Blackboard site. Generally, late assignments will not be accepted unless prior arrangements are made with your instructor.

Activities, Points and Final Exam

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>10%</td>
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<tr>
<td>Discussion Boards</td>
<td>30%</td>
</tr>
<tr>
<td>Assignments</td>
<td>35%</td>
</tr>
<tr>
<td>Final project</td>
<td>25%</td>
</tr>
</tbody>
</table>

Attendance in Blackboard sessions and completion of assignments and discussion boards are required. If for any reason you are unable to complete assignments, you are expected to inform me by email or phone.

Grading and student expectations are based on policies found in the current university catalog.
It is important to remember that distance courses typically involve more independent study time than traditional face-to-face classes. Reading and Blackboard assignments are to be completed by the deadlines and no credit will be given for work submitted after the deadline. Time management skills have significant influence on success as a college student. It is assumed that you will take the initiative to complete your work on or, preferably, before the deadline. Please refer to the Class Calendar section of this syllabus for information regarding specific point values.

Students are subject to the Student Code of Conduct. It is each student's responsibility to become familiar with this Code of Conduct or in the student handbook. The university may initiate disciplinary action against any student found responsible for committing, attempting to commit, or assisting in the commission of any of the prohibited forms of conduct outlined in the Student Code of Conduct. Academic dishonesty (i.e., cheating, plagiarism, collaboration on assignments, etc.) and disruptive actions will not be tolerated and will be reviewed in accordance with procedures specified in regent's policy, university regulations, and university policies and procedures.

**Individual assignment and overall course grades are based on the following criteria:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
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<tbody>
<tr>
<td>A = 100% - 90%</td>
<td>An honor grade. Demonstrates originality, independence, a thorough mastery of the subject; completing more work than is regularly required. Demonstrates a deep understanding, presented with exceptional clarity &amp; poise.</td>
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<tr>
<td>B = 89.99% - 80%</td>
<td>Better than the average. Above the average expectation. Projects or papers are presented neatly and thoroughly but do not have the depth and originality for an 'A'.</td>
</tr>
<tr>
<td>C = 79.99% - 70%</td>
<td>Average. The student grasps the essential information; material is complete and presented on time.</td>
</tr>
<tr>
<td>D = 69.99% - 60%</td>
<td>Below average. Student misses significant aspects of the assignment. Material is not turned in on time.</td>
</tr>
<tr>
<td>F = below 60 %</td>
<td>Student was unable to complete the assignment on time with at least a 60% understanding and presentation.</td>
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</tbody>
</table>

Students are expected to schedule enough time each week to complete assignments in blackboard by the deadlines assigned.

**Plagiarism/Academic Integrity:**

Plagiarism and cheating are serious offenses and may result in failure on exams, papers, projects, or courses. The entire purpose of participation in this class is to acquire useful skills through learning. To cheat is to lose the opportunity to learn these skills. In health care dishonest behaviors may result in jeopardizing patient safety. Strict adherence to principles of ethics and honesty are fundamental requirements.
Honesty is a primary responsibility of you and every other university student. The following are common guidelines regarding academic integrity:

1. **Students will not collaborate on any quizzes, in-class exams, or take-home exams that contribute to their grade in a course, unless specific permission has been granted. No materials may be used to assist in quizzes and examinations without specific permission.**

2. **Students will not represent the work of others as their own. A student will attribute the source of information not original with himself or herself (direct quotes or paraphrases) in all assigned work.**

3. **No work submitted for one course may be submitted for credit in another course without the explicit approval of both instructors.**

4. **Incomplete**

   Incomplete 'I' grades will only be given if the student has successfully completed the class and has some emergency or extenuating circumstance which makes it impossible for them to complete the course this semester. An Incomplete grade will not be given to students who have simply fallen behind on the assignments or who wish to get a better grade by turning in assignments after the course deadline. The student must have a C or better and have the majority of their work completed to be eligible for an Incomplete. Incompletes are awarded at the discretion of the instructor. Students given and 'I' grade will have a specified period of time to complete specified assignments. Failure to complete assignments within the specified time period will result in an 'I' grade changing to an 'F' (failing) grade on your report card.

**Withdrawal:**

Students are expected to formally withdraw from the class if they cannot complete the course. I will not automatically withdraw students who do not attend or fall behind. Students who do not successfully complete the class and do not withdraw will receive a grade of 'F'.

**Participation and Preparation:**

Please share your thoughts respectfully with the whole group, as this is how we can all learn from each other. Inappropriate behavior will be subject to disciplinary action including dismissal from the course. Students are expected to contribute to class in a manner that is conducive to learning. This course is designed to assist you with decision making about your future in a health career. The more effort and attention you put into this class and the more you share with others the more you will benefit from it.

**Student Responsibility:**

As students taking a college course, you must accept the responsibility of ensuring your own learning. It is your responsibility to know what you need to do and when you need to do it. This requires a great deal of initiative on your part. Always ask if you don’t know what is expected of you. Never wait for someone to tell you. "I didn't know," and "no one told me," are not acceptable
reasons for failure to fulfill your student obligations. This course encourages you to practice your time management skills. I am here to help and support students who take the initiative to help themselves.

**Assignments:**
Students are expected to prepare for the weekly modules. Work may be turned in early for review and recommendations for resubmission before the due date. Extra credit options may be available as the course unfolds. There will be three open-book quizzes, each worth 100 points. The first quiz will open on September 22 and close the following Monday AT 11:59 pm. It will cover Chapters 1, 2, 4 &5. The second quiz will open on October 13th and close the following Monday at 11:59 pm. It will cover chapters 13, 23, and 26. The third quiz will open on November 3 and close the following Monday at 11:59 PM. It will cover chapters 15, 16, and 17. Together the three quizzes will account for 10% of the grade. The final project will be due Monday November 24th at 11:59PM.

**Quality Issues:**
Accuracy in spelling is extremely important when documenting health care encounters. Proper grammar and spelling are also integral parts of professionalism. To reinforce attention to proper spelling and grammar, points will be deducted from assignments containing spelling and grammatical errors. Students are expected to check their work for accuracy before submitting it. Always use a spellchecker then check the spellchecker. Spellcheckers miss errors where the words are spelled correctly but the wrong word is used, for example “too” and “to”. When participating in assignments in Blackboard, you will need to be your own spellchecker. Your work must show that you understand the course content. For some assignments, you may not be able to go back to your assignment and make corrections after you have finished, so it is important to make sure that the information you provide is correct before you submit it. Review instructions for each assignment carefully.

**Support Services:**
Students in need of support are encouraged to contact me via email or telephone. Response will be made within 72 hours Monday through Friday. I have posted online office hours. All college classes require strong reading and study skills. There may be a student support program in your area. If you feel that you may be falling behind, contact me immediately. I want you to be successful. Never be afraid to ask for help. I am here to help you succeed and have a positive learning experience. I can only do that if you let me know your concerns.

**Disabilities Services:**
The Office of Disability Services (203 WHIT, 474-7043) implements the Americans with Disabilities Act (ADA), and insures that UA students have equal access to the campus and course materials. I will work with the Office of Disabilities Services to provide reasonable accommodation to rural students with disabilities. Please contact me or The Office of Disability Services if you require special assistance.
<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 18</td>
<td></td>
<td>Introduction to the course Blackboard orientation</td>
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<tr>
<td>August 25</td>
<td>Chapter 1</td>
<td>Your career in health care</td>
</tr>
<tr>
<td>September 1</td>
<td>Chapter 2</td>
<td>Current Health Care Systems and Trends</td>
</tr>
<tr>
<td>September 8</td>
<td>Chapter 4</td>
<td>Medical terminology</td>
</tr>
<tr>
<td>September 15</td>
<td>Chapter 5</td>
<td>Medical Math</td>
</tr>
<tr>
<td>September 22</td>
<td>Chapter 13</td>
<td>Professionalism</td>
</tr>
<tr>
<td>September 27</td>
<td>Chapter 23</td>
<td>Performance improvement and customer service</td>
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<tr>
<td>October 6</td>
<td>Chapter 26</td>
<td>Successful Employment Strategies</td>
</tr>
<tr>
<td>October 13</td>
<td>Chapter 15</td>
<td>The patient as an individual</td>
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<tr>
<td>October 20</td>
<td>Chapter 16</td>
<td>The communication process</td>
</tr>
<tr>
<td>October 27</td>
<td>Chapter 17</td>
<td>Written Communication</td>
</tr>
<tr>
<td>November 3</td>
<td>Chapter 24</td>
<td>Job leads and the resume</td>
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<tr>
<td>November 10</td>
<td>Chapter 25</td>
<td>Interview. Portfolio, Application</td>
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<tr>
<td>November 17</td>
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<td>Final Project is due November 24</td>
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</tbody>
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